Grad School 101: Controlling the Controllables

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Kent State University  
Graduate Student Orientation  
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What you can expect from this session:

- Graduate School Overview

6 main tips for graduate school:
1. Resources
2. Community
3. Professionalism
4. Education Plan & Career Goals
5. Self-care
6. Time Management
In what ways do you think studying for Graduate school is different from studying during Undergrad?
Graduate School Overview

- Difference between graduate and undergraduate school:
  - More reading
  - Less accountability for your time
  - More work outside the classroom than in it
  - Re-learning how to think
  - Learning the breadth of your field of study and who came before you
General Tips for graduate school:

Resources

Don't be afraid to ask questions. Don't be afraid to ask for help when you need it. I do that every day. Asking for help isn't a sign of weakness, it's a sign of strength. It shows you have the courage to admit when you don't know something, and to learn something new.

— Barack Obama —

Graduate school is a learning process, you are not expected to know everything. So ask for help when needed.
Resources

- Within the department, few people to ask for help are:
  - Your cohorts and seniors
  - Your Advisor, Graduate Coordinator and other faculty members
Resources

❖ Outside the department, you can access university resources like: the Library, Writing Commons, Office of Global Education, Center for Teaching and Learning.

❖ Check the page: Getting Started As A Graduate Student At Kent State. It has tons of resources
  https://www.kent.edu/graduatestudies/getting-started.
Community

❖ Student Community
➢ Get to know your fellow Grad Students and TA’s
➢ Reach out to Senior Students in your dept.
  ■ Advice
  ■ Textbook sharing

❖ Participate in Department and Student Organizations
➢ GSO (Grad. Student Organization)
➢ GSS (Grad. Student Senate)
➢ GPAD (Grad. Professional & Acad. Development)
➢ Great to add to your CV
Community

❖ Attend Conferences
  ➢ Carry business cards
  ➢ Network at conference social events
    ■ Invite people to your session
  ➢ Attend and ask questions at sessions

❖ Professional Organizations/Social Media Groups

❖ Build Outside Community
  ➢ Family
  ➢ Other Interests/Hobbies/Volunteerism

❖ GO TO THIS SESSION FOR MORE INFORMATION
  ➢ Conferences and Publications Room 313 at 12:20, 1:15, and 2:10
Professionalism

❖ Appearance
➢ Consider the event or setting
   ▪ Formal
   ▪ Business Casual
   ▪ Business Traditional
   ▪ Informal
➢ Consider your profession
➢ Consider your classroom style
➢ Dress in layers
➢ Clean, Neat, & Professional
Professionalism

Conferences
- Wear business/business casual clothes to conferences
- Have professional behavior
- Take business cards with you
- Attend sessions and social events

Classroom (Attending or Teaching)
- Come prepared
- Be on time
- Communicate with your professors
- Dress well or professionally
Professionalism

Communication

▪ Be professional in Emails (Hello Dr. Smith,)
▪ Add a signature line to your Emails with your title, etc.
▪ Use your KSU Email, not a personal email

Social Media

▪ Some organizations use social media for papers or conference calls
Education Plan & Career Goals

- Figure what your goals are with your degree
  - Do you want to go on and get a PhD?
  - PhD
    - Do you want to stay in academia?
    - Do you want to do research?
  - Masters
    - Do you need to do internships?
    - Do you need to get a license to teach?
An important part of your goal is managing your own finances.

A few tips are:
- Save money on bills – ask friends what they do
- Student discounts

Ask places if they have student discounts

ATTEND THIS SESSION FOR MORE INFORMATION
- Managing Graduate Student Finances: Room 317 at 12:20 and Room 310AB at 3:05
Apply for university resources like:

- Domestic Travel Award
- International Travel Award
  - Spring/Summer DEADLINE October 18
  - Summer/Fall DEADLINE March 6
- Research Award
  - Fall DEADLINE October 14
  - Spring DEADLINE March 2
- Department Travel Awards
- Fellowships and Scholarships
- Department Recognition Awards
Education Plan & Career Goals

- Attend Graduate Research Symposium (April 9th and 10th)
  - largest annual research event on campus
  - features oral and poster presentations by graduate students

- General Senate Meetings – Please Come, there is FREE FOOD

- Handshake (campus job website)
Self-Care in Graduate School

You wouldn't let this happen to your phone. Don't let it happen to you either. Self-care is a priority, not a luxury.

Some things are just better not spread too thin: yourself and peanut butter.

www.OverTheMuffinTop.com
Self-Care in Graduate School

❖ Celebrate little victories:
  ➢ Acknowledge what you have accomplished

❖ Remind yourself how far you’ve come
  ➢ You have a bachelor's degree
  ➢ You have a master’s degree

❖ Take time to be by yourself and recharge your batteries
  ➢ How do you de-stress?
  ➢ find your ritual.
In graduate school, you need to manage time in terms of:

1. Coursework/research
2. TA/RA/ duties.
3. Personal / family life

{Attend this session
Happy Struggle Panel -
(2:10-2:55 -Room 316}
Time Management

Coursework

❖ Read actively with a purpose, understand and analyze the readings, make connections to your field.

❖ Make notes, think about why you are reading the article and how it fits into your course.

❖ Focus on grades, but build a relationship with your reading too. For example: What topics/papers do you like reading? Can it be a future research topic?
Few tips to succeed in managing your coursework:

❖ Limit distractions by turning off your cell phone and/or internet connection.
❖ Make yourself accountable by sharing your goals with friends, family or advisor. You could use task management apps for instance and share with them.
❖ Try to overcome procrastination, don’t leave any assignment till the end. For example, break down a big assignment into smaller parts.
Time Management

Graduate Assistant work

- Do not work more than 20 hours on your TA/RA assignments.
- Divide your work list into weekly and daily goals.
- Try to allocate time for all your courses including GA work.
Everyone has a different approach towards time management. So, figure out when you are most productive and when you are not. Accordingly, make your own work/to-do list.
Task and Time management apps

- Google Task
- Focus Keeper
- Wunderlist
- Forest
- Eisenhower
- Pocket Points
## Time Management/Eisenhower Matrix

<table>
<thead>
<tr>
<th></th>
<th>Urgent</th>
<th>Not Urgent</th>
</tr>
</thead>
</table>
| Important | Quadrant I  
Urgent & Important | Quadrant II  
Not Urgent & Important |
| Not Important | Quadrant III  
Urgent & Not Important | Quadrant IV  
Not Urgent & Not Important |

Source: Stephen Covey, *7 Habits of Highly Effective People*
<table>
<thead>
<tr>
<th>Quadrant I: Urgent &amp; Important</th>
<th>Quadrant II: Not Urgent &amp; Important</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prep for presentation tomorrow</td>
<td>Outline paper due end of next week</td>
</tr>
<tr>
<td>Class readings and annotations</td>
<td>Call to make follow-up dentist appointment</td>
</tr>
<tr>
<td>Create flyer for film screening event</td>
<td>Meet with Carmen to plan for Ellen’s surprise party</td>
</tr>
<tr>
<td>Finish online Kognito training</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quadrant III: Urgent &amp; Not Important</th>
<th>Quadrant IV: Not Urgent &amp; Not Important</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buy groceries for the week</td>
<td>Clean out car</td>
</tr>
<tr>
<td>Get back to mom for car insurance</td>
<td>Make birthday card/gift for Chris</td>
</tr>
<tr>
<td>Send out club meeting agenda</td>
<td>Look up next study abroad info session</td>
</tr>
<tr>
<td>Find time to tutor Rosa in calculus/trig</td>
<td>Catch up on my shows 😊</td>
</tr>
</tbody>
</table>

Source: Stephen Covey, *7 Habits of Highly Effective People*
QUESTIONS?

Please contact us at:

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Wishing you all the best in your Grad School journey